

**NOTICE ABOUT COURT DISTRIBUTIONS  
TO ATTORNEYS, AGENCIES, OTHER ENTITIES**

Case No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Reason for this notice**

The Alaska Court System tried to distribute a document in the case number above by email and encountered the following problem:

- The email was returned as undeliverable because the mailbox for the email account is full. You must make sure that all email accounts provided for court distribution have enough space available to **accommodate the court system’s emailing of documents.**
- The email was returned as undeliverable because the email address is invalid and was removed from the case management system. You must update or re-submit your email address as soon as possible using the means appropriate for you under Civil Rule 5.3. If you already submitted a valid email address, please be advised that there may be a delay before it is uploaded to our case management system.
- We were unable to distribute the document by email because there is no email address on file at the Alaska Bar Association. You must submit an email address as soon as possible to: [www.alaskabar.org/members](http://www.alaskabar.org/members).
- We were unable to distribute the document by email because there is no email address on file with the court. You must submit an email address as soon as possible to: [E-distribution@alaskacourts.us](mailto:E-distribution@alaskacourts.us).

**More information and how to correct the problem**

On January 1, 2016, new court rules went into effect authorizing the Alaska Court System to use email to distribute notices, orders, judgments, and other documents to attorneys, court-appointed professionals, and agencies and other entities that routinely receive documents from the court. (Self-represented parties may opt-in to email distribution.)

To comply with the rules and make sure you continue to receive documents distributed by the court, you must provide—and maintain—a current, working email address. New Civil Rule 5.3 provides different means of doing so for different groups:

- For members of the Alaska Bar. You must provide your current email address to the Alaska Bar Association at: [www.alaskabar.org/members](http://www.alaskabar.org/members). (You may provide more than one email address. We will send court emails about all your cases to all of your email addresses.)
- For agencies and other entities that routinely receive documents from the court. You must provide your current email to the court at: [E-distribution@akcourts.us](mailto:E-distribution@akcourts.us). You may provide one email address for each office location, or one email address for each sub-group handling distinct case types within an office location.
- For professionals appointed by the court. For professionals appointed by the court, such as guardians ad litem, court visitors, and custody investigators, you must provide your current email address and identify your role in the case at: [E-distribution@akcourts.us](mailto:E-distribution@akcourts.us).

To review the rule changes adopted by the supreme court, please go to [SCO 1862](http://www.courts.alaska.gov/sco/index.htm) at: <http://www.courts.alaska.gov/sco/index.htm>.

Date: \_\_\_\_\_ Clerk: \_\_\_\_\_